

CAREER OPPORTUNITY

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

POSITION:

Intake Clerk - Announcement P-03-01

LOCATION:

Pensacola, FL

SALARY and ADVANCEMENT RANGE:

CL 24 (Minimum salary \$27,949)

CLOSING DATE: February 19, 2003 by 4:30 p.m. eastern time. (No faxes accepted.)

Position Overview:

The position is located in the Clerk's Office of the United States Bankruptcy Court. Duties may include, but are not limited to: Reception and intake functions, provides general information to the public and bar, handles monies and receipts, processes copy requests.

Mandatory Requirements:

High school graduation or equivalent required, two years general clerical experience, plus one year specialized experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws. The incumbent will have good computer skills, be multi-task oriented, and have excellent communication and interpersonal skills.

Court Preferred Skills: Court or legal experience preferred.

Benefits:

Employees of the U. S. Bankruptcy Court are excepted appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System.

Employees of the U. S. Bankruptcy Court are entitled to benefits including retirement, health and life insurance, paid holidays, leave program and periodic salary increases. This position is subject to mandatory electronic direct deposit of salary payment. Only the most qualified applicants will be interviewed, and only those interviewed will be contacted. A background records check will be conducted on the successful applicant. No interview or relocation expenses will be paid.

Where to Apply:

Interested applicants should submit their resume, salary history and references to:

Personnel P-03-01
U. S. Bankruptcy Court
P. O. Box 1199
Tallahassee, FL 32302

For additional information on the U. S. Bankruptcy Court, visit our web site at www.flnb.uscourts.gov.

NO PHONE CALLS PLEASE

U. S. Citizenship Required

** The Court is an Equal Opportunity Employer**